Style Sheets for Policy, Directives and Standards, Temporary Reclamation Manual Releases, and Appendices

### Reclamation Manual

#### Policy

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose:</td>
<td>Purpose, include need and benefits statement</td>
</tr>
<tr>
<td>Authority:</td>
<td>Authority, refer to Appendix N of RCD 03-01</td>
</tr>
<tr>
<td>Approving Official:</td>
<td>Commissioner</td>
</tr>
<tr>
<td>Contact:</td>
<td>Insert Organization and Office (mail code)</td>
</tr>
</tbody>
</table>

1. **Introduction.** First Level Paragraph
2. **Applicability.** First Level Paragraph
3. **Policy.** First Level Paragraph
4. **Requirements and Responsibilities.** Paragraphs outlining requirements and who is responsible for those requirements. First Level Paragraph
   - A. Second Level Paragraph
   - B. Second Level Paragraph
     - (1) Third Level Paragraph
     - (2) Third Level Paragraph
       - (a) Fourth Level Paragraph
       - (b) Fourth Level Paragraph
         - (i) Fifth Level Paragraph
         - (ii) Fifth Level Paragraph
           - (aa) Sixth Level Paragraph
           - (bb) Sixth Level Paragraph
5. **Definitions.** First Level Paragraph
   - A. Second Level Paragraph
   - B. Second Level Paragraph
6. **Review Period.** The originating office will review this release every **(insert number of years, but cannot exceed 4)** years.
Reclamation Manual
Directives and Standards

Subject: Subject

Purpose: Purpose, include need and benefits statement

Authority: Authority, refer to Appendix N of RCD 03-01

Approving Official: Senior Executive/Senior Level

Contact: Insert Organization and Office (mail code)

1. Introduction. First Level Paragraph

2. Applicability. First Level Paragraph

3. Requirements and Responsibilities. Paragraphs outlining requirements and who is responsible for those requirements. First Level Paragraph
   A. Second Level Paragraph
   B. Second Level Paragraph
      (1) Third Level Paragraph
      (2) Third Level Paragraph
         (a) Fourth Level Paragraph
         (b) Fourth Level Paragraph
            (i) Fifth Level Paragraph
            (ii) Fifth Level Paragraph
               (aa) Sixth Level Paragraph
               (bb) Sixth Level Paragraph

4. Definitions. First Level Paragraph
   A. Second Level Paragraph
   B. Second Level Paragraph

5. Review Period. The originating office will review this release every (insert number of years, but cannot exceed 4) years.
1. **Introduction.** First Level Paragraph

2. **Applicability.** First Level Paragraph

3. **Policy, or if D&S Requirements and Responsibilities.** Paragraphs outlining requirements and who is responsible for those requirements. First Level Paragraph
   
   A. Second Level Paragraph
   
   B. Second Level Paragraph
      
      (1) Third Level Paragraph
      
      (2) Third Level Paragraph
         
         (a) Fourth Level Paragraph
         
         (b) Fourth Level Paragraph
            
            (i) Fifth Level Paragraph
            
            (ii) Fifth Level Paragraph
               
               (aa) Sixth Level Paragraph
               
               (bb) Sixth Level Paragraph

4. **Definitions.** First Level Paragraph
   
   A. Second Level Paragraph
   
   B. Second Level Paragraph

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(###) mm/dd/yyyy

TEMPORARY RELEASE or SUPERSEDES

(Minor revisions approved mm/dd/yyyy)
1. First Level Paragraph

2. First Level Paragraph

3. First Level Paragraph
   A. Second Level Paragraph
   B. Second Level Paragraph
   C. Second Level Paragraph
      (1) Third Level Paragraph
      (2) Third Level Paragraph
         (a) Fourth Level Paragraph
         (b) Fourth Level Paragraph
            (i) Fifth Level Paragraph
            (ii) Fifth Level Paragraph
               (aa) Sixth Level Paragraph
               (bb) Sixth Level Paragraph